



# New System Features and Enhancements

## SYSTEM

### Visual Studio and Infragistics Upgrade

To stay up with current technology and improve system performance and hardware efficiency, USA Staffing was migrated to Visual Studio 2010. Also, the system will be running in 64-bit mode.

### Section 508 Standards

A variety of changes were made within USA Staffing and Application Manager to ensure compliance with Section 508 Standards.

### Archiving Phase I

The system is now prepared to archive competitive, non-ACWA vacancies 3 or more years old. All vacancies meeting these criteria that are not marked as under litigation will be archived once the first cycle takes place. The archiving date has not been set. Advisory Board members will be notified two weeks prior to the first archiving cycle.

## TABLE OF CONTENTS

<b>New System Features and Enhancements</b> .....	1
Demographic Data Collection .....	2
Management Satisfaction (CHCO) Survey.....	3
Announcement.....	7
Applicants.....	8
Referral.....	9
Reports .....	11
Administration.....	12
<b>Application Manager</b> .....	14
<b>System Corrections</b> .....	17
System .....	17
Staffing Area.....	17
Reports Area.....	18
Administration Area .....	18
Application Manager .....	18

## DEMOGRAPHIC DATA COLLECTION

The applicant flow data will now be collected by USAJOBS using the Government-wide approved form announced in the joint EEOC and OPM memorandum [O.M.B. No. 3046-0046](#) dated March 3, 2010. An online version of the **Demographic Information on Applicants** form will be presented to applicants on their first application through USAJOBS and subsequently for vacancies marked to collect demographic information.

The **MD-715 Position** checkbox located on the Vacancy > Position Information page was removed and replaced with the **USAJOBS RNO checkbox**. This change accommodates the new process for collecting Race and National Origin (RNO) data from USAJOBS and accessing it in USA Staffing.

When an applicant clicks the USAJOBS **Apply Online** button for a vacancy set to collect **USAJOBS RNO**, they will be presented with the option to supply their demographic information. If an applicant agrees, they will be presented with the following questions:

- How did you learn about this position?
- Sex
- Ethnicity
- Race

Responses to all questions are optional. If an applicant elects not to provide RNO information, they will only be presented with the first optional question, "How did you learn about this position?".

The completed form will be stored in the applicant's USAJOBS profile for re-use in subsequent applications. The applicant flow data will be submitted with the application; however, it will be stored separately from the vacancy and applicant's information.

Search [ ] Go Advanced Testing Office [ ] Staffing Reports Administration Help Logout

Vacancy 105474 [ ]

Vacancy

Position Information

Assessment Information

Supporting Documents

Request Management

Categories

Assessments

Announcement

Applicants

Referral

Position Information

New Save Copy Delete Cancel

Vacancy ID 105474

Position Title HR Specialist (V1101)

☒ Competitive ☒ Merit Promotion ☐ Internal Merit Promotion

Employer Type Federal [ ] Vacancy Type Case Exam [ ] Pay Plan GS [ ]

Salary Annually [ ] Minimum Salary 74,872.00 Maximum Salary 97,333.00

Period of Eligibility 3 Months

Select Customer USA Staffing Program Office

Remove Customer

☐ Deferred

Status: Pending

Applicant Counts

Eligible	Ineligible	Pending	Pending Review	Total
0	0	0	0	0

ReRate

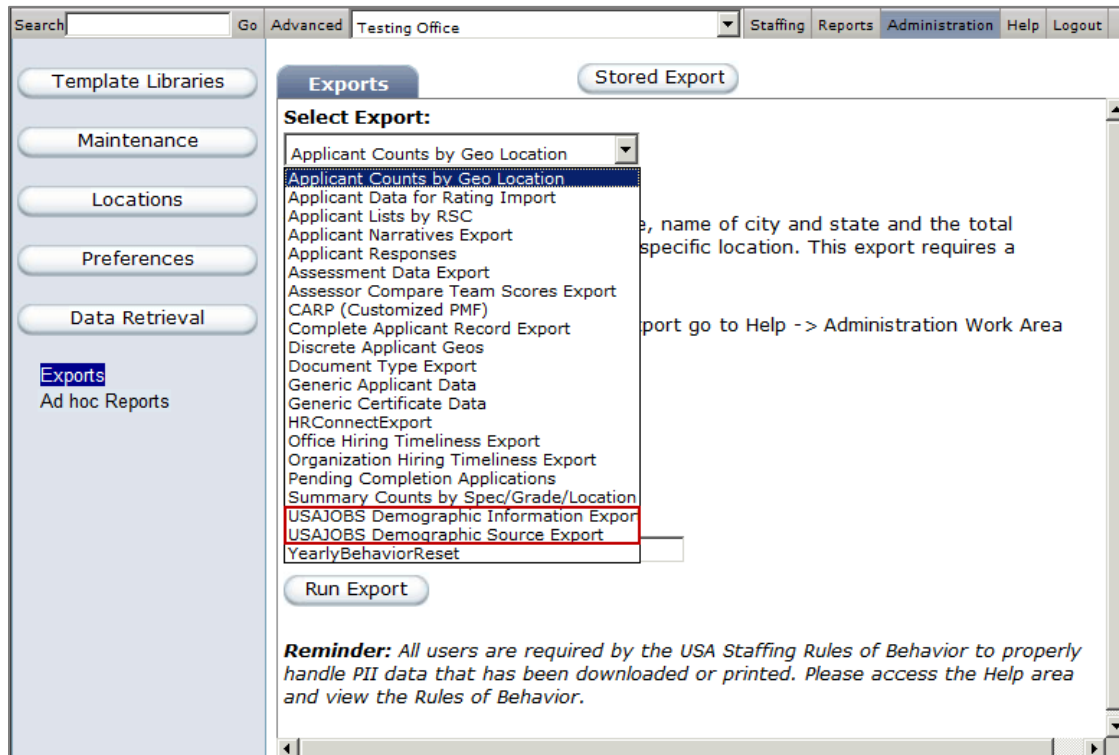
☐ ACWA Position

☒ USAJOBS RNO

Cancel Vacancy

The **USAJOBS RNO** box is automatically checked when a new Vacancy is created. If this option is left checked, USA Staffing will collect applicants' responses to the USAJOBS RNO questions when they submit their online application and users will be able to run data exports within USA Staffing. The following two exports located under Administration > Data Retrieval > Exports enable users to access this data:

- **USAJOBS Demographic Information Export.** This export displays aggregate data for applicants who answered the voluntary USAJOBS demographic data questions. Specifically, the export shows counts of applicants who applied, were rated qualified, and selected, broken down by race, ethnicity, and gender.
- **USAJOBS Demographic Source Export.** This export displays raw data for applicants who answered the voluntary USAJOBS demographic data questions. Specifically, the export contains applicants' race, ethnicity, gender, and recruitment source information. Note: This export contains no personally identifying information to link responses to applicants.



## MANAGEMENT SATISFACTION (CHCO) SURVEY

The **CHCO Management Survey** message has been added under all USA Staffing offices to facilitate the collection of this survey data. USA Staffing now includes a Manager Messages page where users can utilize or modify the default message or create a custom message to be presented to selecting officials through Selection Manager when they return certificates electronically.

On the new Manager Messages page located under Administration > Preferences, users with the appropriate permission can create and store messages at the **Organization** or **Office** levels. Users can select between the following options: **Display After Every Certificate** or **Display Once Per Request**. Also, users can enable or disable messages by specifying a **Start** and **End Date** for the message to be presented in Selection Manager or leave it open by checking the **Indefinite** box. Messages can be linked to specific **Certificate Types** by checking the appropriate boxes.

**Note:** Since this survey data can now be collected electronically, the survey included on the last page of printed certificates has been removed.

The screenshot shows the 'Manager Messages' configuration interface. On the left is a sidebar with navigation links: Template Libraries, Announcements, Questionnaires, Default Scales, Maintenance, Locations, Preferences, and Data Retrieval. The main area is titled 'Manager Messages' and includes buttons for New, Save, Copy, Delete, and Cancel. It features radio buttons for System, Organization, and Office (selected). A dropdown menu shows 'CHCO Management Survey'. Below this, there are fields for Message Title (CHCO Management Survey), Display After Every Certificate (selected), Display Once Per Request, Start Date (3/9/2011), End Date, and an Indefinite checkbox (checked). To the right, under 'Certificate Types', there are checkboxes for Competitive (checked), Competitive Merit Promotion, Merit Referral List, Non-Traditional, and Category Rating (checked). At the bottom, there is a rich text editor with a toolbar and a preview of the message content. The preview text reads: 'You are invited to complete the **CHCO Management Satisfaction Survey**. This brief survey is designed to assess your experience with your recently-returned recruitment action and your satisfaction with the Federal hiring process. Please take a few minutes to complete the survey by clicking on the link below: <http://study.opm.gov/mss>. At the completion of the survey is a confirmation page. Please print this page for'. The editor has tabs for Design and HTML.

## Manager Messages Page

Agencies can modify the existing message or create custom messages at the **Organization** or **Office** levels. Please note that managers must navigate to see multiple messages by selecting the numbers at the bottom of the Messages page in Selection Manager; therefore, you may want to limit the number of messages you create and choose to display for each certificate. See page 6 for a sample of how multiple messages display.

To create a new manager message, follow these steps:

1. Select the **Organization** or **Office** radio buttons depending on whether it will be available to all users under your Organization or only users under your Office.
2. Click the **New** button.
3. Enter the **Message Title**.
4. Select one of the two options listed for display frequency:
  - a. **Display After Every Certificate** - choose this option to display the message/survey after each certificate returned.
  - b. **Display Once Per Request** - choose this option to display the message/survey only after the first certificate returned for each request.
5. Enter or select **Start Date** from the calendar.
6. Enter or select an **End Date** from the calendar. You can also check the **Indefinite** box if you want to display this message indefinitely.
7. Select all of the appropriate **Certificate Types** for this message to be presented to the selecting official.
8. Enter and format your message in the text box and click the **Save** button.

To modify an existing message, follow these steps:

1. Select the **Organization** or **Office** radio buttons based on the level the message was originally created under.
2. Select the message you want to modify from the **Select an Existing Message** drop-down list.
3. Make necessary changes.
4. Click the **Save** button.

After a manager returns a certificate through Selection Manager they will be presented with any active messages applicable for that certificate. Managers would need to click the numbers at the bottom of the page to see additional messages.

**Selection Manager**HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

**Messages**

Vacancy 105474	Position Title HR Specialist (V1101)	Certificate Number MT-11-BIS-02007S0	Grade 12	Location Washington DC Metro Area, DC
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Specialty  
Human Resources Specialist

**CHCO Manager Satisfaction Survey**

You are invited to complete the **CHCO Management Satisfaction Survey**. This brief survey is designed to assess your experience with your recently-returned recruitment action and your satisfaction with the Federal hiring process.

Please take a few minutes to complete the survey by clicking on the link below:



<http://study.opm.gov/mss>

At the completion of the survey is a confirmation page. Please print this page for your records.

Prev 1 2 3 Finish

Displaying: 3 - 3 of 3

Once they click on the survey link, the following page will open in a separate window. Managers can then complete and submit the survey electronically.

United States  
Office of  
Personnel  
Management

## Manager Satisfaction Survey

Your responses to this survey will help improve your agency's and the Federal Government's hiring process. The survey will be used to assess your agency's strategic management of human capital consistent with applicable provisions of the Chief Human Capital Officers' Act, 5 U.S.C. 1103(c).

ForeSee Results, the administrators of the survey, will treat all information as confidential. Your individual responses are completely anonymous and will not be released.

*Required questions are denoted by an \**

1: \*What is your **overall satisfaction** with this hiring process?

1=Very Dissatisfied      Very Satisfied=10

1   2   3   4   5   6   7   8   9   10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

2: \*How well does this hiring process **meet your expectations**?

1=Falls Short      Exceeds=10

1   2   3   4   5   6   7   8   9   10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

3: \*How does this hiring process **compare to your idea of an ideal hiring process**?

1=Not Very Close      Very Close=10

1   2   3   4   5   6   7   8   9   10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

## ANNOUNCEMENT

### Specialty/Grade Page

Once an assessment is added to the vacancy, the system will automatically check all series, specialties, and grades on the Announcement > Specialty/Grade page (previously defaulted to un-checked). Users no longer have to manually check the series, specialties, and grades they want to include in their announcement unless they copy a vacancy and modify the assessment to add grades.

The system will not rate applicants for any unchecked series, specialty, and/or grade. The applicant record will show the IZ code (i.e., closed to receipt of new applications at this time) for all unchecked series, specialties, and/or grades.

The screenshot displays the 'Specialty/Grade' page in the USA Staffing system. The interface includes a top navigation bar with links for Search, Go, Advanced, Testing Office, Staffing, Reports, Administration, Help, and Logout. A sidebar on the left contains a search box with 'Vacancy 105474' and a list of navigation links: Vacancy, Assessments, Announcement, Announcement Assignments, Specialty/Grade (highlighted), Locations, Templates, Overview, Duties, Qualifications/Evaluation, How to Apply, Benefits/Other, Questionnaire, Preview, Applicants, and Referral. The main content area is titled 'Specialty/Grade' and features buttons for New, Save, Copy, Delete, and Cancel. Below the title, there is a list of checked items: ☒ 0201, ☒ Human Resources Specialist, and ☒ 12. At the bottom of the main content area, there is a section for 'Promotion Potential Grade:' with a text input field containing '13'. Navigation buttons for 'Previous' and 'Next' are located at the bottom of the page.

## APPLICANTS

### Supporting Documents Page

A third table titled **Failed/Pending Document Submissions** has been added to this page. This will let users easily see if there are any documents the applicant attempted to submit that are still in pending status or failed to be processed, prior to making a final determination to override the record for missing documents. Specifically, this table will include **Pending** documents waiting to be retrieved from USAJOBS or awaiting virus scan if uploaded directly in Application Manager. This table will not include pending faxed documents.

This new table will display the following fields: **Document Type**, **Source**, **Failed Attempt Date** and time, processing **Status**, and **Original File Name**. Please note this table will only be visible if there are any failed or pending document submissions for the applicant.

The screenshot shows the 'Supporting Documents' page for a specific applicant. The sidebar on the left contains navigation links: Vacancy, Assessments, Announcement, Applicants, Assessment Information, Vet Preference, Questionnaire, Supporting Documents (highlighted), Application Information, Biographic Information, Referral Information, Applicant Flags, NOR Messages, Report Information, Mismatched Assessment, Mismatched Documents, and Referral. The top navigation bar includes Search, Go, Advanced, Testing Office, Staffing, Reports, Administration, Help, and Logout. The main content area is divided into three sections:

- Required and Accepted Documents**: A table with columns Document Type, Required, and Date Submitted By Applicant. The table lists Miscellaneous, Qualifications, Resume, and Transcript, each with a checkbox in the Required column.
- Applicant's Submitted Documents**: A table with columns Send to SM, Document Type, Modify, and Change. The table is currently empty.
- Failed/Pending Document Submissions**: A table with columns Document Type, Source, Failed Attempt Date, Status, and Original File Name. The table lists a Resume document uploaded on 02/23/2011 at 09:02 AM, with a status of 'Error processing uploaded document - applicant notification attempted via e-mail' and an original file name of 'Clary Fray Resume.docx'.



## REFERRAL

### Ordering Criteria Page

Users now have the option to easily certify veterans only with the Category Rating certificate type. By checking the **Refer Veterans Only** box on the Ordering Criteria page, the system will create a stored list containing only applicants with claimed or adjudicated veterans' preference. Applicants who are adjudicated as *NV- No Preference* will not be included in the stored list. Please note that even if the **Refer Veterans Only** box is checked, the system will still properly refer all priority consideration applicants (e.g., CTAP/ICTAP) who meet or exceed the user-specified CTAP/ICTAP cut-off value regardless of their veterans' preference status.

**Note:** The **Refer Veterans Only** option eliminates the need to use *Advanced Criteria* to filter veterans on a Category Rating certificate.

The screenshot shows the 'Ordering Criteria' page in the USA Staffing system. The page has a sidebar on the left with buttons for 'Vacancy', 'Assessments', 'Announcement', 'Applicants', 'Referral', 'Request Information', 'Ordering Criteria' (highlighted), and 'Certificate'. The main area contains the following fields:

- Criteria Name:** GS-0201-12 DC
- Applicant Referral Status:** Open Dual Certify
- Certificate Type:** Category Rating
- Rank By:** Rating (exclude Veteran)
- Priority Order:** Normal Floating Rules
- Tie Breakers:** None
- Category Cut Off:** CAT A
- Cut Off Score:** 90
- Order:** Name
- Categorize Applicants:** ☒ **Refer Veterans Only** ☒
- CTAP/ICTAP Score:** 80

Certificates issued with the *Refer Veterans Only* option enabled, will display the following text on the printed certificate to inform selecting officials. Please note this text cannot be modified.

The screenshot shows a printed 'Certificate of Eligibles' with the following information:

- Certificate Number:** MT-11-BIS-02008S0
- Issued for:** Department of U.S. Air Force
- VacancyID:** 105474
- Agency Request Number:** DC105474
- Issue Date:** 02/28/2011
- HR Specialist:** (V1101), GS-0201-12
- Category Name:** Best Qualified

Below this information, the following text is displayed:

Appointment Type: Career/Career Conditional  
Option: 001 - Human Resources Specialist Grade: 12  
Locations: 0675 - Washington DC Metro Area, DC

A red box highlights the following disclaimer text:

Please be advised that this certificate contains only the veterans at the top of the category. In accordance with Category Rating, each of these veterans must receive consideration and be selected prior to a non-veteran. If any veteran is found not suitable, you must follow the appropriate procedures for passing over a veteran pursuant to 5 U.S.C. 3318 and 5 CFR 332.406. Should you encounter an instance where you have exhausted all the veterans, please return this portion of the certificate for auditing, and request the remainder of the applicants in the top category.

This certificate must be returned by 03/30/2011.

Certificates issued with the **Refer Veterans Only** option enabled, will also display the following text on the electronic certificate. Please note this text cannot be modified.

**Selection Manager**

HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

**Certificate View**

☐ Hiring Actions View

☒ Applicants of Interest

?

Vacancy 105474	Position Title HR Specialist (V1101)	Certificate Number MT-11-BIS-02008S0	Grade 12	Location Washington DC Metro Area, DC
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Specialty  
Human Resources Specialist

Return List to HR Office

Set All

Clear All

Due: 3/30/2011

Print

Applicant List

**Certificate Information**

Selection Notes

**Certificate Information**

**Certificate Type:** Category Rating

**Referral Method used by HR:**

Rank Applicants By:	Rating (exclude Veteran Points)
Priority Order Used:	Normal Floating Rules
Tie Breaker Used:	None
# of Eligibles Certified	4

**Instructions:**

The certificate was prepared using category rating procedures. Applicants have been grouped into quality categories based on their qualifications and your agency's category rating policy. The list shows the available applicants for selection. Applicants identified as priority referrals (ICTAP or CTAP) must be selected before selecting non-priority referrals. If no priority referrals exist, you may select from any veterans on top of the quality category. If there are no veterans for selection, you may select from any applicants, regardless of their rank on the list. This certificate is only valid for the position, grade, and duty location shown above.

Please be advised that this certificate contains only the veterans at the top of the category. In accordance with Category Rating, each of these veterans must receive consideration and be selected prior to a non-veteran. If any veteran is found not suitable, you must follow the appropriate procedures for passing over a veteran pursuant to 5 U.S.C. 3318 and 5 CFR 332.406. Should you encounter an instance where you have exhausted all the veterans, please return this portion of the certificate for auditing, and request the remainder of the applicants in the top category.

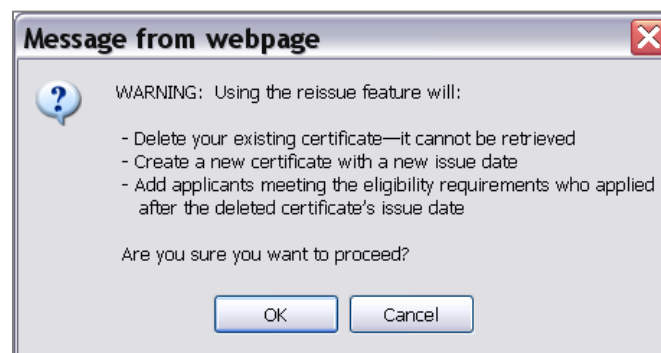
**Access to this certificate is granted to:**

Blanca Santiago\*

\* Has Selecting Authority

## Certificate Page

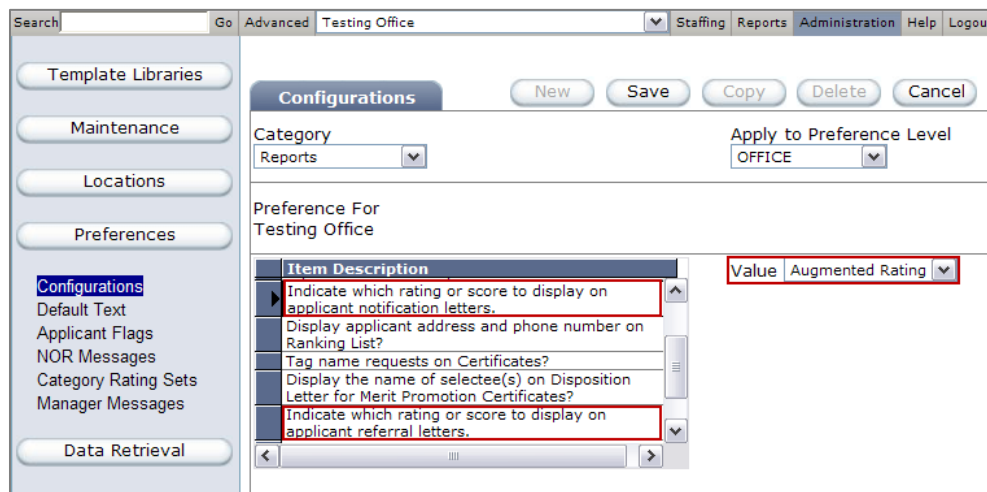
To reduce the incidents of users inadvertently reissuing certificates, a warning message is now presented when the **Reissue** button is selected. The **Reissue** button located on the Referral > Certificate page allows users to create a new version of an issued certificate. For example, the **Reissue** button can be used when new applicants have been added to the applicant pool and a user wants to recreate the certificate with the ordering criteria originally used. This button is not intended to be used as a way to resend a certificate to Selection Manager, amend a certificate, or create a supplemental certificate. Once users click the **Reissue** button, the system will present the message displayed below. Users can click **Cancel** to close the window and go back to the Ordering Criteria page or **OK** to proceed with the certificate reissuance.



## REPORTS

### Notification and Referral Letters

When the *Reports* configuration to indicate which rating or score to display on applicant notification/referral letters is set to display **Augmented Rating**, the system will automatically include the **Minimum Qualifications Rating** on Notification and Referral letters for Category Rating certificates. This change facilitates the requirement for notifications to exclude scores when Category Rating is used.



## ADMINISTRATION

### Office Code Expansion

Due to the continued growth of the USA Staffing program, we have extended our 2-letter office code combinations. The office code capability was expanded from two to three alpha characters for *newly* created offices.

**Note:** Existing offices with a 2-letter code assigned will not be affected by this change.

The **Vacancy ID TAG** was modified to include only the 6-digit VIN, excluding the office code for all offices. For example, the revised **Vacancy ID TAG** will appear as *Vacancy ID: 123456* on any announcement released to USAJOBS (or updated) after the release date (March 12, 2011). Applicants are now required to enter only the 6-digit VIN on the Fax Cover Page, OPM Form 1203-FX, and any other application materials. The fax processing system was modified to accommodate this change when processing documents. Documents faxed in including the 2-digit or 3-digit alpha code will be processed into the appropriate VIN.

Certificates issued under new offices will include the 3-letter code and all reports containing the Office Code field were modified to accommodate this change.

### User and Contact Maintenance

Based on security requirements, the USA Staffing system will inactivate users who have not logged into the system in 90 days.

**Note:** Selection Manager users who have not logged into the system in 365 days will be inactivated at a later date yet to be determined.

USA Staffing will inactivate a user's access to an office that they have not logged into in 90 days. Inactivation occurs at the **Office** level, not the System level. Access is removed on the 91st day of inactivity. This process will not affect support users. Here are three common scenarios:

- If the user only has access to one office that is inactivated, they will either be marked **Deleted** or removed from the system (if they have never been linked to a VIN—being an internal contact, submitted by, assignee, issued a cert, etc.). If the user tries to log into the system, they will receive the same error presented when a user tries to login without an account. The **Forgot User Name** and **Forgot Password** links on the login page will not function.
- If the user has access to multiple offices that have all been inactive the same period of time (90 days), the outcome is the same as described above.

- If the user has access to multiple offices, one or more of which was logged into within the last 90 days, they will only lose access to those offices which they have not logged into in 90 days or more. It will be like they were never granted access to those offices. The inactive offices will not show up in the user's office drop-down list nor will the office be listed on the Administration > User Maintenance page.

**Re-activating Users:** In any of these scenarios, inactive users must contact their USA Staffing **Office Administrator** to activate their accounts. Users with at least Office Administrator permission can re-add inactive users back into the system if appropriate. This would be done by logging into the inactive office, going to the Administration > User Maintenance page, clicking the **New** button, entering the inactivated user's email address, and going through the screen prompts to complete the process.

For users that were linked to a VIN (being an internal contact, submitted by, assignee, issued a cert, etc.), reactivation can also occur by clicking the **Display Deleted** checkbox, then opening the user's account, and removing the check next to **Deleted**. Multiple offices can be re-enabled for a user by opening their profile in Administration > User Maintenance and clicking the **Add Office** button. This allows Office Administrators to select offices linked to the Organization and add them one at a time.

# Application Manager

## Document Upload

The Application Manager Document Upload page now warns applicants to omit or blank out SSN or other privacy information before uploading documents. The following message has been added to the Document Upload page:

Application Manager

[Main](#) [Important Links](#) [Help](#) [Logout](#)

Vacancy ID: 105474

[Biographic Information](#)  
[Eligibility Information](#)  
[Other Information](#)  
[Assessment Questionnaire](#)  
[Section 1](#)  
[Section 2](#)  
[Section 3](#)  
[Section 4](#)  
[Section 5](#)  
[Section 6](#)  
[Section 7](#)  
[Section 8](#)  
[Section 9](#)  
[ReUse Documents](#)  
[Upload Documents](#)  
[Submit My Answers](#)  
[View/Print My Answers](#)

Job Title: HR Specialist (V1101) User: CLARYFRAY

Announcement Number: DC-105474-BS1101 USAJOBS Control Number: 2153216

Applicant Name: CLARY FRAY [Change Name](#)

[Previous](#) [Next](#) [Save](#)

**Upload Documents**

\* Protect your privacy\* DO NOT include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

1. Select Document Type: 

- Select a Document Type -

2. Click "Browse" to locate a file and click "Open" to attach it: 

Browse...

3. Click "Upload": 

Upload

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
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Understanding This Table:  
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

[Previous](#) [Next](#) [Save](#)

Also, when applicants upload temporary files (file names starting with "~\$"), the PDF conversion process fails and the documents cannot be processed. In an attempt to better inform applicants when completing their application, a warning message has been added to alert applicants that files starting with these characters may be temporary files and that proceeding with the file upload will result in the document not being processed. The following message has been added to the Upload Documents page: "Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them."

VERSION 1101 | 14

## Full Terms and Conditions of Use

The full terms and conditions of use statement is now displayed on the Application Manager login page. Previously this statement was displayed under a link.

## Secret Questions

The secret questions used in Application Manager to help applicants reset their password have been changed to include more secure questions.

## Application Status

Various changes were made in Application Manager to ensure the application status is clearly reflected in an applicant's record regardless of the applicant's initial Record Status Code (RSC) or overrides.

**See Details Tab.** This new status displays on the My Application Packages main page for applications rated Ineligible (IN). For example, this status will display for applications which rating was overridden to **Ineligible** for failure to submit required documents. In the Details Tab, applicants can view a copy of their questionnaire, submitted supporting documents, and any correspondence sent to them.

Vacancy ID : 105474	Job Title : HR Specialist (V1101)	Status	Modified Date	Closing Date	USAJOBS Control Number
		See Details Tab	2/23/2011 9:36:06 AM	02/25/2011	2153216

The **Application Package History** section in the Details Tab was changed to **Application Processing Status** to better inform applicants of the status of their application submission. The status displayed in this section is based on the Record Status Code in USA Staffing. For example,

- Applications with a Pending (e.g., PE, PJ, PQ, or PI) Record Status Code will show a **Pending HR Specialist Action** processing status in this section of Application Manager until the error is corrected and/or the record is rated.
- Applications with a Pending Results (PL) Record Status Code will show an **Awaiting Results – you will be notified** processing status in this section of Application Manager until the record is rated.



- Applications with a Pending Form (PF) Record Status Code will display the **Incomplete – missing required documents** processing status in this section of Application Manager until the record is rated.

**Application Manager** Main Important Links Help Logout  
user: simonlewis

**Application Package Status: Incomplete - missing required documents**

**Job Title:** HR Specialist (V1101)  
**Vacancy Identification Number:** 105474  
**Announcement Number:** DC-105474-BS1101  
**USAJOBS Control Number:** 2153216  
**Applicant:** SIMON LEWIS

**Closing Date:** Wednesday, February 23, 2011  
**Contact:** Blanca Santiago - (202)606-0000

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. ([Explain This.](#))

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Details Checklist

**Assessments**

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	2/23/2011 9:36:06 AM	

**Documents**

\* Security Alert: Protect your privacy

Status	Document Type	Source	Date Received	Original File Name
Not Received	Resume			

**Messages**

Message Type	Date Emailed	Date Printed
Acknowledgement Letter	2/23/2011 9:36:06 AM	

[View](#)

**Application Processing Status**

Status	Date Submitted
Incomplete - missing required documents	2/23/2011 9:36:06 AM

[View](#)

- Applications rated with Eligible or Ineligible (i.e., AA or IN) will display a **Complete** processing status in this section of Application Manager.



# System Corrections

## SYSTEM

### Login Page

The USA Staffing and Selection Manager login pages no longer instruct users to contact their office managers for assistance when they are disabled due to three unsuccessful login attempts. The following message is now displayed: ***"Your account has been disabled. Use the Forgot User Name or Forgot Password links on the Login page to continue."*** Users can click one of these links to receive their user name or reset their password, enable their accounts, and log back into the system.

## STAFFING AREA

### Announcement > Position Information Page

The ***Cancel Vacancy*** button was disabled for users with ***View Only*** access to the Vacancy section.

### Announcement > Preview Page

The error presented when users attempted to release an announcement to USAJOBS about missing specialties/grades was actually related to missing Internal or External Contact information on the Announcement page. This has been corrected and the appropriate error messages will now display as described below:

If the problem is related to the internal/external contact information, the following message will display: ***"Please reselect the Internal/External Contact and Save."***

If the problem is related to unchecked series/specialties/grades, the following message will display: ***"Please go to the Announcement-Specialty/Grade page and reselect the series/specialties/grades you need for this announcement."***

### Announcement > Preview Page> Release to USAJOBS

The issue causing no error message to display on the Preview page when announcements failed to release/un-release in USAJOBS was corrected. The system now presents an error message on the Preview page to inform users that the transaction failed and ask them to retry to release/un-release the announcement.

## REPORTS AREA

### CARP Export

The issue causing this export to run incorrectly for vacancies with multiple locations has been corrected. Previously, when the CARP was exported the report would shift the columns for the multiple locations under other columns causing the misalignment of the applicant responses. All locations now display under the Locations column and response fields are aligned properly under each question.

## ADMINISTRATION AREA

### Maintenance > User Maintenance

This defect was related to licensed users who are also assigned as a customer contact. When the licensed user's record was deleted and the user remained assigned as a contact, the license key was not being removed from the record. The license key is now removed from the record, freeing up the license to be assigned to another user.

## APPLICATION MANAGER

### Default Scale

The defect causing applicants to see response text in a different order than what was entered in the USA Staffing Questionnaire Builder was corrected (e.g., response A text was displayed under response B). Default Scale responses text is now displayed in the correct order next to the appropriate response option as entered in the Questionnaire Builder.

### Narratives Display

The issue causing narratives to appear at the end of the section after all the questions has been corrected. The narratives will appear under the question they are associated with in the questionnaire.

### Fax Cover Page

The fax cover page was displaying on the Application Package Detail page. Since the fax cover page contains the applicant's SSN which is required to match the faxed documents to the applicant's record, it will no longer be displayed in the documents table.